FITTING FITNESS IN

Even When You're Pressed for Time

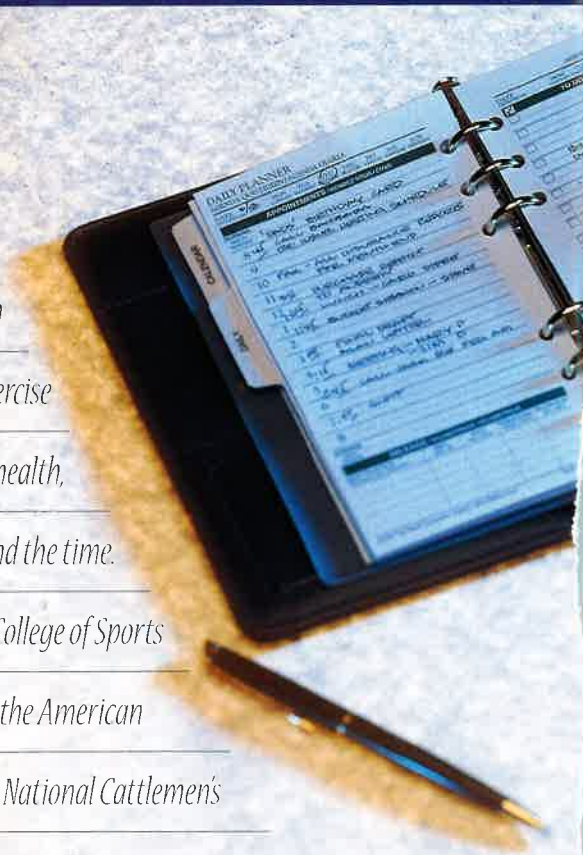
American Heart Association℠
Fighting Heart Disease and Stroke

American College of Sports Medicine

Founded by C. Everett Koop
Shape Up America!
Healthy Weight for Life™

American Academy of Family Physicians Foundation

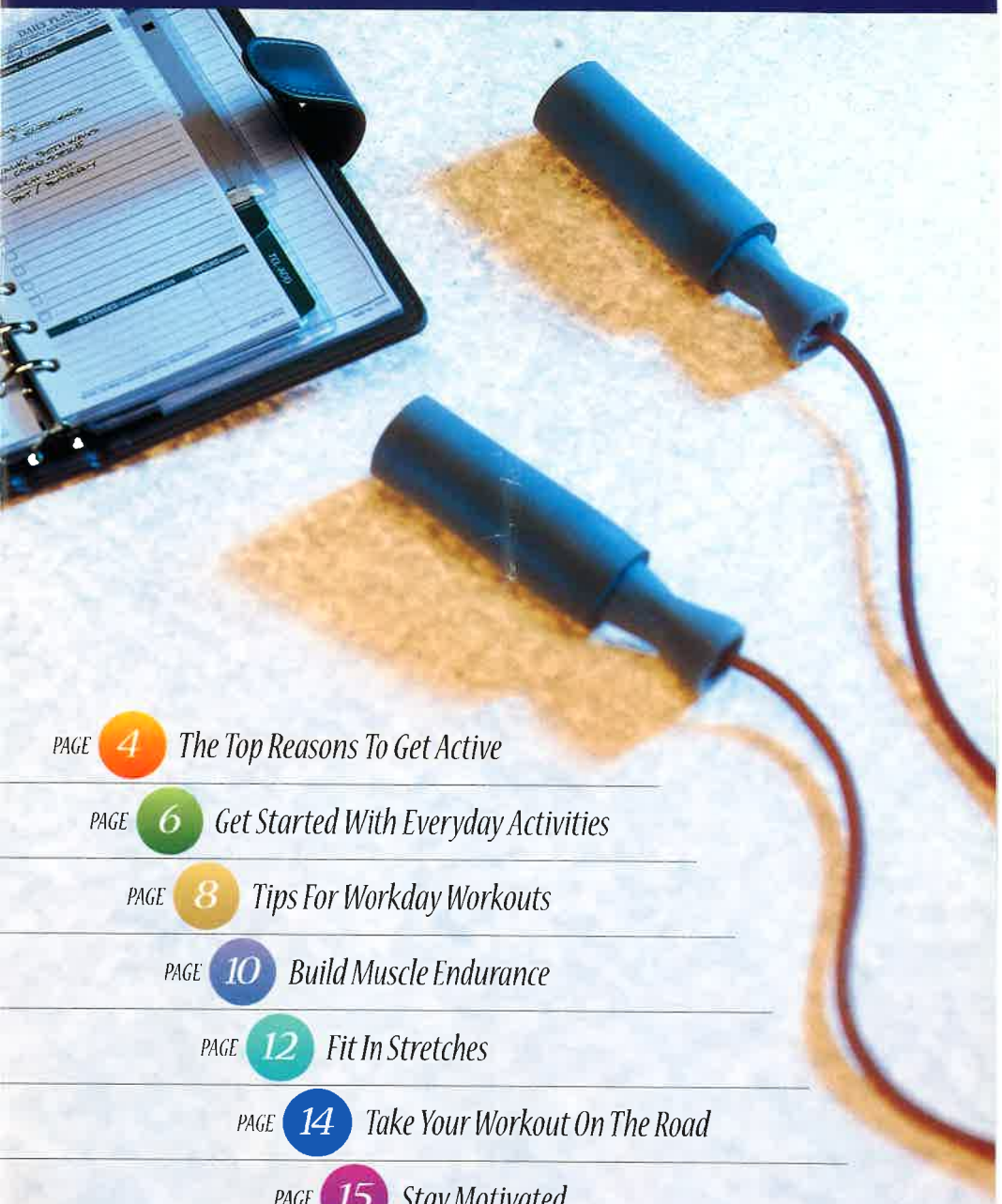
REVIEWED FAVORABLY BY THE AMERICAN ACADEMY OF FAMILY PHYSICIANS FOUNDATION



You're juggling reports, deadlines and meetings, and busy 25 hours a day, trying to fit in everything, including time with friends and family. You'd like to exercise to get in shape and improve your health, but don't know how to begin or find the time. To get you started, the American College of Sports Medicine, Shape Up America!, the American Heart Association and the National Cattlemen's Beef Association have created this guide.

***Fitting Fitness In** Even When You're Pressed for Time will show you how to weave exercise into your busy schedule, and gradually build up to 30 minutes of activity on most days of the week. So, if you're interested in a regular exercise program that won't slow you down, read on...*

TABLE OF CONTENTS



PAGE 4 The Top Reasons To Get Active

PAGE 6 Get Started With Everyday Activities

PAGE 8 Tips For Workday Workouts

PAGE 10 Build Muscle Endurance

PAGE 12 Fit In Stretches

PAGE 14 Take Your Workout On The Road

PAGE 15 Stay Motivated

PAGE 16 Healthful Eating On The Run

"Why is physical activity important to you?"

"I like to exercise because it helps me remember to take care of myself. I also find that exercise is a problem solver. For example, when I swim I'm able to sort through my problems and come out feeling refreshed and more able to cope with daily stresses."

SALES REPRESENTATIVE
New Orleans, LA

"Physical activity is important to me because when you look good, you feel good. For me, exercise is a win/win situation without any real negatives."

SECRETARY
Washington, DC

"Physical activity helps me stay healthy and keep my weight down."

EDITOR
Nashville, TN

Did you know that regular physical activity can improve your mental health and outlook on life? Just take a look.

Regular physical activity can help . . .

EVERYDAY ENERGY

- Give you the energy to do the things you want to do such as spend quality time with friends and family.

MOOD MONITOR

- Reduce feelings of stress, anxiety and depression.

SOUND SLEEP

- Improve your sleep, giving you the rest you need to enjoy daily activities—on the job and at home.

PEAK PERFORMANCE

- Clear your head so that you can approach work refreshed and able to concentrate.

ENHANCED SELF-ESTEEM

- Boost self-confidence by improving your strength, stamina, flexibility, appearance and sense of control.

"How do you stay active on busy days?"

"Because I'm so busy during the week, I try to fit exercise into my regular schedule in natural ways. For example, I make it a point to walk to and from the train that I take to work. I enjoy these walks—in the morning, they give me time to think about the day ahead, and in the evening, they help clear my head."

EDUCATION COORDINATOR
Chicago, IL

"I try to do activities that I enjoy. During the winter, I play racquetball or go swimming indoors. In warmer weather, I play in a tennis tournament and go hiking in the mountains where the scenery is spectacular. I don't see these activities as exercise—I enjoy them too much—but they do keep me in shape!"

SOCIAL WORKER
Taos, NM

And of course, there are the potential physical benefits.

Regular physical activity can help. . .

WEIGHT WATCH
- Shed extra pounds and abdominal fat—the fat most closely linked to heart disease—and maintain a healthy weight.

HEART HEALTH
- Reduce risk of heart disease, or improve physical functioning if you have had a heart attack or bypass surgery.

CHOLESTEROL COUNT
- Increase HDL ("good") cholesterol and lower triglycerides.

CANCER CHECK
- Reduce risk of colon cancer.

HANDLE ON HYPERTENSION
- Lower high blood pressure and risk of stroke.

BLOOD SUGAR BALANCE
- Control blood sugar (glucose) levels if you have, or are at risk for, diabetes.

BONE BENEFIT
- Improve bone density, reducing the risk of osteoporosis and fractures as you get older.

"Based on what we know now, everyone can find some time to include more activity in their day. The key is to think of small ways to get the body moving, which will add up to big dividends in terms of better health."

DR. C. EVERETT KOOP
former U.S. Surgeon General

As a busy person, it's good to know that physical activity does not have to be strenuous, formal or time-consuming to be good for you. For example, any physical activity burns calories, so even short sessions of informal activity can add up to pounds lost over time (**if** calorie intake does not increase). Take a look.

ACTIVITY	MINUTES	DAYS/WEEK	POUNDS/YEAR*
Walk briskly part of the way to, or home from, work	10	5	4
Use the stairs whenever possible	5	5	2
Take a brisk walk during lunch	10	5	4
Walk briskly to off-site business meetings	10	2	2
Ride a stationary bicycle while reading the paper or listening to music	10	5	5
Jump rope during television commercials	10	5	8
Clean up around the house	15	3	2
Bicycle to do errands or visit friends	20 (round trip)	1	2
Play actively with your children	15	7	7
Go grocery shopping	30	1	2

*Calculations are based on calorie expenditure for a 70 kg (154 lb) person. Weight loss may vary depending on initial weight and intensity of the activity.

To begin your own exercise program, just put one foot in front of the other and gradually **build up** to 30 minutes of **moderate-intensity** activity on **most days** of the week.

Moderate-intensity activities include walking, dancing, housework and golfing—pretty much any activity that involves moving the large muscles in your arms and legs. Even everyday activities like those on page 6 count, and can add up to real health and fitness benefits.

Use the following chart to include everyday activities in your busy schedule, and chart progress. Choose one activity to fit into your workweek and write it in the chart. Take a few weeks to get accustomed to the activity, then add another. Repeat the process until you have successfully incorporated 150 minutes of activity into your workweek—30 minutes, 5 days a week. The first row is filled in as an example.

ACTIVITY	TIME	DAYS/WEEK	TIME/WEEK
Walk the dog	**10** minutes	**3** (M,W,F)	**30**

TOTAL: MINIMUM OF 150 MINUTES

Once you get started, you'll be surprised at the snowball effect—one new activity will lead to the next. Soon, you'll be amazed by the number of ways you can include physical activity in your day without upsetting your schedule.

"What motivates you to stay active?"

"This sounds corny, but health is the key to happiness. You can't enjoy many of life's pleasures if you don't have your health."

CORPORATE TRAVEL MANAGEMENT EXECUTIVE
Chicago, IL

"Your body is the interface to the world around you, and if it isn't working well, you can't function properly—it's like trying to run a good program on a computer that's broken or can't keep up. I guess I think of exercise as system maintenance."

SOFTWARE ENGINEER
San Jose, CA

"I've gotten so used to regular activity that a missed workout puts me in a really grumpy mood."

ART DIRECTOR
Birmingham, AL

As you begin to add steps to your day, you will see that the key to becoming more active is learning to identify opportunities for physical activity—and taking advantage of them as they arise. Here are some tips:

- Get off public transportation a few stops early and walk the rest of the way to your destination.
- In safe areas, park your car at the back, or on the lowest level of garages and parking lots to increase your walk or climb.
- Use the stairs instead of the elevator. To get started, ride the elevator to a midway point and climb the rest of the way. Add more floors as you build stamina.
- Walk to lunch spots at a distance from your office instead of always frequenting the corner cafe.
- Allow time to walk to meetings. If close by, walking can be faster and cheaper than taking a taxi or bus.

"Knowing how I'll feel when I finish a workout, I know I need to stay active to manage the stress in my life so that I can be a more productive, energetic person. Nice weather is also a great incentive because there are many fun activities to do outside. And having friends who are physically fit and active motivates me because we plan activities together."

PROJECT COORDINATOR
Bethesda, MD

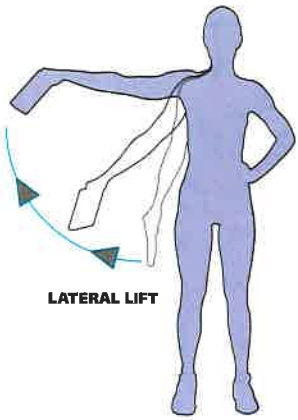
"Youth. My mother is my inspiration. She is active; power-walking, eating right and teaching water aerobics. She looks 10 years younger than most women her age. I hope to follow in her footsteps."

DEVELOPMENT COORDINATOR
Indianapolis, IN

"A good novel is my best motivation. I rent books on tape and discipline myself to only listen to them when I'm walking. A 16-hour book, rented for a month, is just about the right length for a daily 30 minute walk."

EDUCATION DIRECTOR
Chicago, IL

- Join a nearby health club and work out during lunch, or before or after work. A well-timed workout can give you a needed second wind.
- Take advantage of speaker phone, and get up and move around during calls. Standing burns more calories than sitting down.
- Take a water cooler workout. Get up to refill your water cup. (You need at least eight cups of fluid each day to keep hydrated.)
- Enjoy activities with friends and family—go dancing or bowling instead of to the movies.
- Sign up for a community sports team—you'll meet new people, have fun and get in shape at the same time.
- Treat yourself to an aerobics class or try a low-impact aerobics video at home.
- Don't drive up to the supermarket—carry your groceries to your parked car, and unload the bags at home.
- If safe, walk within your apartment building using stairs to go between floors. You can walk miles this way, no matter what the weather!
- Lose your remote control. Get up to change channels on your television, or to select a radio station or compact disk.



LATERAL LIFT

But why stop at everyday **aerobic** activities? Short sessions of large muscle exercises can increase your endurance, build calorie-burning muscle tissue, prevent back problems and tone muscles.

The following upper-body exercises can be done in 10 minutes in the privacy of your own office, at home or in a hotel room.

LATERAL LIFTS

- Stand with one hand on your waist. In your other hand, hold a book, paperweight, or other heavy object. Slowly lift the weighted arm sideways until it reaches shoulder height, pause, then lower. Repeat 10–15 times with each arm.

BICEPS CURLS

- Stand with your elbows close to your waist, arms at your side, palms facing forward. Hold a book, paperweight or other heavy object in one hand. Curl the weighted hand toward your chest, pause, then lower. Repeat 10 times with each arm.

BICEP CURL

DESK PUSHUP

DESK PUSHUPS

- Stand with your hands on your desk, arms straight, shoulder-width apart. Put your feet together, keeping your back straight, slowly bend your elbows so that your head leans in toward the desk, then straighten. Repeat 10–15 times.

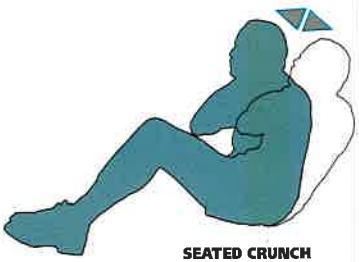
CHEST PRESSES

- Put your palms together in front of your face, forearms slightly apart. Pressing palms together, slowly lift your elbows until your elbows are at chin level, pause, then lower. Repeat 10–15 times.

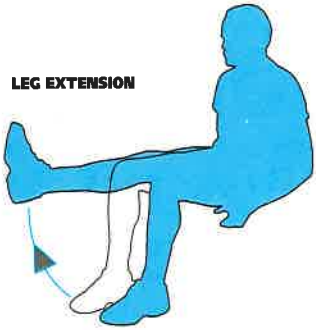
CHEST PRESS

SEATED CRUNCHES

- Sit on the edge of a stable chair with feet positioned on another chair, cross arms over chest. Lean back and partially raise trunk toward bent knees. Repeat 5–10 times.



SEATED CRUNCH



Lower-body exercises can be done during a second, 10-minute break on the same or following day.

LEG EXTENSIONS

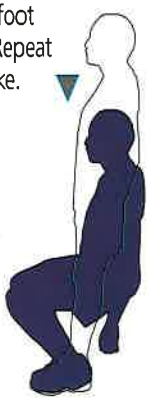
- Sit on a chair with your feet on the floor. Flex one foot and slowly straighten the leg, pause, then lower. Repeat 20 times on each side. Use ankle weights, if you like.

STRAIGHT-LEG LIFTS

- Sit on a chair with your feet on the floor. Flex one foot, straighten, then lift the entire leg off the chair. Hold for 20 seconds, then lower. Repeat 3 times with each leg.

WALL SQUATS

- Stand with your back against a wall. Lower yourself into a seated position, and hold for 30 seconds. Repeat 3 times.

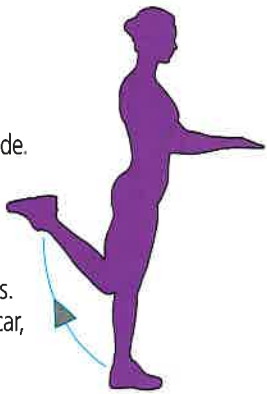


HAMSTRINGS CURLS

- Stand and hold onto a file cabinet, book shelf or chair for support. Slowly lift your heel toward your buttocks, then lower. Repeat 20 times on each side. Use ankle weights, if you like.

BUTTOCKS SQUEEZES

- Tighten your buttocks, hold for a few seconds, and release. Repeat 6–8 times. This exercise also can be done in your car, while sitting in traffic.

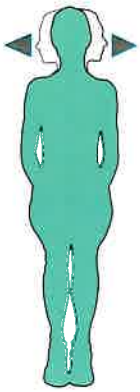


WRITING THE ALPHABET

- Sit at your desk, lift, then rotate one foot to "write" each letter of the alphabet. Switch feet. This exercise also can be done on a train, plane or bus.

HEEL LIFTS

- Sit at your desk. Press down on the toes of one foot as you lift up your heel. Hold for a few seconds, then lower. Repeat 10 times with each foot. This exercise also can be done on a train, plane or bus.



SIDE-TO-SIDE LOOK

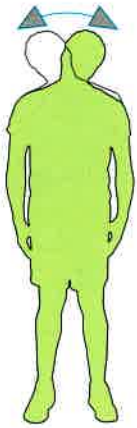
So, now you're up and about *and* feeling toned. But, the hours spent at your desk can still take their toll on your body. To reduce neck, shoulder and back tension that comes from sitting in one place for hours on end, try some of these stretches. Most are inconspicuous enough to do anytime, anywhere.

SIDE-TO-SIDE LOOKS

- Look straight ahead. Slowly turn your head to one side, hold for 10 seconds, then return to center. Repeat 3 times on each side.

EAR-TO-SHOULDER STRETCHES

- Slowly lower each ear to the corresponding shoulder, hold for 10 seconds, then return to the upright position. Repeat 3 times on each side.



EAR-TO-SHOULDER STRETCH

NECK ROLLS

- Lower your head. Slowly roll your neck toward one shoulder, hold for 10 seconds, then roll to the opposite side. Repeat 3 times.

NECK ROLL

SHOULDER ROLL

SHOULDER SHRUGS

- Sitting in a chair, slowly lift your shoulders up to your ears by squeezing your shoulder blades together, pause, then lower. Repeat 5–10 times.

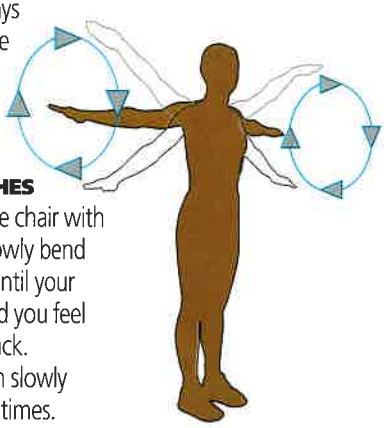
SHOULDER ROLLS

- Put your hands on your waist. Slowly circle your shoulders forward 10 times. Repeat, circling backward.

SHOULDER SHRUG

SHOULDER CIRCLES

- Extend both arms sideways at shoulder height. Rotate arms 10 times in small, forward circles. Repeat, circling backward.



SHOULDER CIRCLE

LOWER-BACK STRETCHES

- Sit on the edge of a stable chair with your feet on the floor. Slowly bend forward from the waist until your hands touch the floor and you feel a stretch in your lower back. Hold 10–15 seconds, then slowly rise back up. Repeat 3–5 times.

LOWER-BACK STRETCH

Once you get into the habit of including everyday aerobic activities, muscle endurance and stretching in your workweek, regardless of where you are, you will find yourself seeking opportunities for exercise—even when you're out of town. Here are some tips for taking your (fitness) show on the road.

- Walk around the airport while waiting for a flight instead of heading for the nearest newspaper stand or restaurant.
- Walk instead of riding on moving airport walkways.
- Take advantage of hotel facilities. Many hotels have on-site fitness rooms, video collections that may include fitness tapes, or will bring fitness equipment to your room. Others can arrange discounted workouts at nearby health clubs.
- If you belong to a health club, ask if it has sister clubs that you can visit while on business travel.
- Chart a workout course in your hotel. Walk the length of the hotel's hallways, using the stairs to climb from one floor to the next. Note where the fire exits are. (Before getting started, check on which floors you can exit the stairwell.)
- Explore new cities on foot. For example, go on an early morning or between-meeting walk. Consult with hotel staff who can help you chart a safe and scenic course.
- Check with the concierge on a safe walk to a nearby restaurant.
- Pack light hand and ankle weights, a jump rope or a resistant elastic band for quick, hotel room workouts.
- Do a few minutes of stretching exercises before going to sleep.

"How do you stay motivated?"

"Just knowing that staying active will increase my quality of life. My wife and I are expecting our first child, and I want to be healthy for a long time so that I can participate actively in my child's life. Also, being active and fit is a good feeling. It's rewarding to physically challenge myself—to set a goal and obtain it."

INSURANCE CLAIMS ADJUSTER
Westwood, NJ

"I try to work out even when I don't feel like it, mainly because I know that after a good workout I will feel invigorated. I also realize the importance of staying in shape to keep my weight down and my heart healthy."

WALL STREET TRADER
New York, NY

The first step is the hardest in becoming more active, but after a few weeks, your fitness routine will become a habit that you'll look forward to during the day. However, at times you will need extra encouragement to keep motivated.

- Start off on the right foot by only choosing activities that you actually enjoy.
- Engage in a wide variety of activities to keep workouts interesting.
- Work out with a friend, family member or co-worker. Encourage each other to walk that extra block even on busy mornings.
- Set realistic short- and long-term goals and chart progress every step of the way.
- Reward yourself when you meet fitness goals. For example, treat yourself to a massage, new pair of sneakers or clothes.
- Set aside a particular time to work out during the day so that physical activity becomes a natural part of your routine.
- Vary the location in which you work out. Instead of walking toward the same park every day, do an about face, and check out the scenery in the other direction.
- Cut yourself some slack. If you fall off the fitness bandwagon, just climb back on again. The benefits will be waiting for you.

Pyramid Power

Just as your day is a balancing act, so is eating right. But, no matter how busy you are, you can fit good nutrition into your schedule by eating a wide variety of foods from each of the five food groups of the Food Guide Pyramid every day.

BREAD GROUP (6–11 servings)

What's In It For You: complex carbohydrates, B vitamins, fiber
Serving Size: 1 slice bread; ½ bagel, muffin or bun; ½ cup cooked cereal, pasta, or rice; 1 cup ready-to-eat cereal

VEGETABLE GROUP (3–5 servings)

What's In It For You: vitamin A, vitamin C, folate, iron, fiber
Serving Size: 1 cup raw, leafy vegetables; ½ cup other vegetables cooked or raw including potatoes, ¾ cup vegetable juice*

FRUIT GROUP (2–4 servings)

What's In It For You: vitamin A, vitamin C, potassium, fiber
Serving Size: 1 medium fruit, ½ cup cut or canned fruit, ¾ cup fruit juice*

MILK GROUP (2–3 servings)

What's In It For You: calcium, protein, vitamin A, vitamin D
Serving Size: 1 cup milk or yogurt, ½ cup cottage cheese, 1–2 oz cheese

MEAT GROUP (2–3 servings)

What's In It For You: iron, zinc, B vitamins, protein. Meat provides "heme" iron, which is better absorbed by the body than iron from plant foods
Serving Size: 3 oz (equivalent to the size of a deck of cards) cooked and boneless lean red meat, skinless poultry or fish; ½ cup of cooked beans, 1 egg or 2 tablespoons of peanut butter counts as **1 ounce** of meat

*Juices may not contain as much fiber as other fruit and vegetable items.

The good news is that **all** foods can be part of a healthful diet. Simply balance the foods you eat and engage in regular physical activity. For example, eat a wide variety of whole grains, fruits, and vegetables, and sometimes...

CHOOSE...	INSTEAD OF...	TO GET...
BREAKFAST Whole wheat bagel	Croissant	86 fewer calories 11 grams less fat 4 grams more fiber
Lowfat cream cheese, 1 Tbsp	Butter, 1 Tbsp	67 fewer calories 9 grams less fat
Cereal with ½ cup 1% lowfat milk	Cereal with ½ cup whole milk	24 fewer calories 3 grams less fat
Lowfat blueberry yogurt, 1 cup	Blueberry muffin, 4 oz	64 fewer calories 5 grams less fat 307 mg more calcium
Coffee with 1 Tbsp lowfat milk	Coffee with 1 Tbsp cream	23 fewer calories 3 grams less fat
LUNCH Tossed green salad with tomatoes, 1 cup	Macaroni salad, ½ cup	192 fewer calories 18 grams less fat 185 RE more vitamin A
Lowfat salad dressing, 1 Tbsp	Regular salad dressing, 1 Tbsp	66 fewer calories 7 grams less fat
Fast-food, single hamburger	Regular fried fast-food chicken sandwich	224 fewer calories 16 grams less fat
Orange juice, ¾ cup	Soda, 1-12 oz can	68 fewer calories 93 mg more vitamin C
DINNER Black bean soup, 1 cup	Cream of mushroom soup, 1 cup	87 fewer calories 12 grams less fat 4 grams more fiber
Beef tenderloin, trimmed, broiled, 3 oz	Bacon-wrapped beef tenderloin, trimmed, broiled, 3 oz	145 fewer calories 12 grams less fat
Chicken thigh, without skin, roasted, 3 oz	Chicken thigh, batter-fried, 3 oz	57 fewer calories 5 grams less fat
Baked potato, 1 medium	Regular order of French fries	102 fewer calories 12 grams less fat

Even when most of your meals are eaten away from home, you can make lowfat choices. For example, restaurant staff are happy to answer questions about menu items and accommodate special requests, whenever possible. Follow these suggestions for choosing meals that won't slow you down on busy workdays.

Restaurant

Ask your waiter to:

- Clarify how a menu item is prepared.
- Remove extra chips, butter and rolls from the table.
- Suggest a lowfat menu item.
- Find out what's in the "diet" or "vegetarian" platter—these items are not always low in fat and calories.
- Serve salad dressings, sauces, gravies and whipped toppings on the side.
- Have the chef prepare your food without added oil, butter or margarine.
- Hold the mayonnaise on sandwiches—use mustard or lowfat dressing instead.
- Substitute one food for another. For example, request a baked potato or tossed salad instead of French fries.
- Investigate fresh fruit and vegetable options. Even when vegetables and fruit are not featured on a menu, many restaurants will serve them on request.
- Serve vegetables steamed and plain, without sauce.
- Provide skim or lowfat milk with your coffee instead of cream.
- Wrap extra food to go; refrigerate and enjoy for lunch the next day.

These preparation methods require little or no butter or oil, and bring out ingredients' great tastes and flavors.

- au jus
- au vin
- baked
- broiled
- consommé
- dry rub
- fresh
- herbed/herb crusted
- light
- light pan sauce
- loin*
- marinara
- marinated
- poached
- red sauce
- roasted
- round*
- steamed
- stir-fried in broth
- tomato-based
- whole-grain
- yogurt sauces

*Words with a star signify lean cuts of beef.

Menu Glossary

These preparation methods require added fat, and produce rich dishes.

When you select foods prepared in these cooking styles, balance with lower fat choices and be sure to get plenty of physical activity.

- au gratin
- basted
- batter-dipped
- béchamel sauce
- bearnaise sauce
- bordelaise sauce
- breaded
- buttery
- cheesy
- creamy
- crispy
- en casserole
- en croûte
- fried
- hollandaise
- in gravy
- rich
- sautéed
- (en)scalloped
- smothered
- stir fried in oil
- stuffed

When it comes to snacking on the go and between meals, put yourself in the driver's seat by keeping lowfat snacks on-hand in the office and on the road. Your busy schedule does not have to take a bite out of your health! Following are office-friendly, lowfat snacks from each of the five food groups.

BREAD GROUP
Instant oatmeal in a single-serving package, pretzels; lowfat cookies such as fig bars, graham crackers and ginger snaps; bite-size, ready-to-eat cereals, lowfat breakfast bars

VEGETABLE GROUP*
Fresh, cut-up vegetables; for added convenience, purchase pre-cut, packaged vegetables

FRUIT GROUP
Fresh fruits that require little preparation or cleanup, single-serving fruit cups, dried fruit

MILK GROUP*
Lowfat, single-serving puddings; sherbet, ice milk, lowfat fresh or frozen yogurt, reduced-fat cheeses

MEAT GROUP
Beef jerky, lowfat deli meats* such as sliced beef, ham or turkey; hard-cooked eggs*

*Those with a star require refrigerator or freezer storage.

Keep lowfat snacks that do not require refrigeration in your…

- **Sight:** for example, make it a habit to bring three fruits to work and keep them on your desk. You'll have a great-tasting, nutritious snack at arms-reach when you get hungry.
- **Drawer:** these will come in handy especially on days when you have to work late.
- **Briefcase:** you'll have access to a wholesome snack anytime, anywhere.
- **Glove Compartment:** you never know when you might get stuck in traffic.

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Fighting Heart Disease and Stroke

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THIS HEALTH EDUCATION MATERIAL HAS BEEN REVIEWED FAVORABLY BY THE AMERICAN ACADEMY OF FAMILY PHYSICIANS FOUNDATION

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This material was developed by the Education Department of the National Cattlemen's Beef Association as part of a coordinated effort with State Beef Councils and the Beef Board. For a free copy of the second booklet in this series, ***Eating Smart***, *Even When You're Pressed for Time*, write to: Eating Smart, Education Department, 444 North Michigan Avenue, Chicago, IL 60611.

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